

# STATE OF COLORADO

## DEPARTMENT OF LOCAL AFFAIRS

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## MEMORANDUM

To: Title 32 Article 1 Special Districts  
From: Barbara Kirkmeyer, Director Division of Local Government  
Date: April 5, 2004  
Re: Division of Local Government Map Standards

All Title 32 Article 1 special districts are required by statute (C.R.S. 32-1-306) to annually file a current, accurate map of their boundaries with the Division of Local Government (Division). An exception to the annual filing is possible if the district's boundaries have not changed (no inclusions or exclusions) since the last filing of an acceptable map with the Division. In this case a letter should be submitted, instead of a map, stating that the district's boundaries have not changed.

To fulfill this annual requirement, special districts shall submit a map according to the standards of the Division. According to Division standards, the required map filing shall consist of both a digital and paper submission of the district's boundaries.

Please Note: The following map standards make reference to technical terms and specifications familiar to land surveyors, GIS specialists, and mapping technicians. You may need to contact such a professional in order to ensure the District's map meets these standards. The Division requires the following:

- Digital Map** – A digital boundary in either a GIS or CAD file format.  
**GIS** - A GIS file format to be either a shapefile (include a .prj file with the projection information) or a coverage file. The spatial referencing systems that we use are: State Plane Coordinate System, Datum: NAD 27, units: feet, and Universal Transverse Mercator (UTM) Projection, Datum: NAD 83, units: meters. Please reference the file to either the State Plane or the UTM system.  
**CAD** - An exploded AutoCAD 2000 DXF or DWG with a layer of the district boundary, and another layer with PLSS section corner control points. Please reference the CAD file to one of the above mentioned spatial reference systems. The annotation in the text layer that we would like to receive is section, township, and range information.  
  
The files can be emailed to [GIS@smtp.dola.state.co.us](mailto:GIS@smtp.dola.state.co.us) in a compressed file format with the district name as the file name and an extension zip.dla (filename.zip.dla). Please use "DLA MAP" in the subject line of the email. Digital files can also be submitted by mail on a CD.
- Paper Map** – A paper map that details the special district's boundaries shall also be submitted to the division in a map tube or manila envelope. The map should detail a legible boundary of the district, as it is spatially located in reference to the Public Land Survey System (PLSS). The PLSS grid lines and annotation of section numbers, township numbers and direction, and range numbers and direction must be on the map. The map shall also contain the legal name of the district, a scale bar, a north arrow indicator, and the date of the boundary as it is displayed on the map. The map will be available to the public at the Division, so the map content should be legible, and the paper durable (24lb. paperweight).

For more information, please contact Sheila Dorrell at 303-866-5433, or refer to the *Special District Map Standards* technical assistance publication found on our website at <http://www.dola.state.co.us>. Then click on the Information and Publications link.